



## **HUMAN RESOURCES (HR) SPREADSHEET INSTRUCTIONS**

Last year your agency provided information on employees mapped to transfer to VITA as part of the Employee Due Diligence Process. In anticipation of your agency's transition to VITA between August and November 2004, VITA has prepared spreadsheets for your agency to verify the accuracy of employee information and provide updates for changes that may have occurred since the original submission.

Please review the spreadsheets for the following:

1. Verify existing employee information to ensure it is correct and current. Please be sure to account for all previously reported positions using notations such as "previously vacant, not Joe Smith" or "Joe Smith, now filled by Jane Doe".
2. Provide the information requested on employee parking, including whether the parking is paid in part or totally by your agency and where the parking space is located.
3. Reference the documents titled "Due Diligence Data Review" and "Personnel Mapping Instructions" for further instructions mapping assignments.

Spreadsheets will include the following data elements:

1. Agency Code
2. Agency Abbreviation
3. Staff Last Name
4. Staff First Name
5. Staff Middle Initial
6. Staff Name Suffix (Jr., Sr., II, III, IV)
7. Staff Nickname
8. Staffing Type
9. Street Number
10. Street Name
11. Street Type
12. City
13. Physical Location Phone Number
14. AITR Last Name
15. AITR First Name
16. If Agency pays for parking (subsidized) for this employee, provide address of parking lot

After receiving the updated spreadsheets from your agency, VITA will work with your agency to confirm final mapping assignments and transfers to VITA. The employee onboarding process will be initiated after receipt of the updated list of transitioning employees.

For questions related to HR and the spreadsheet updates, please contact Susie Witter at (804) 343-9008 or Cindy O'Connor at (804) 343-9018. Deadlines for submission of the spreadsheet information will be provided based on date of transition.